

# City of San Antonio

## Application for Employment



111 Plaza de Armas  
San Antonio, Texas 78205

Mailing Address: P.O. Box 839966  
San Antonio, Texas 78283-3966

Office: (210) 207-8108  
Job Line: (210) 207-7280  
TTY: (210) 207-4235

Internet: <http://www.sanantonio.gov>  
Equal Opportunity/Affirmative Action Employer



**Section 2: Equal Opportunity/Affirmative Action Survey. Completion of this section is voluntary.**

**FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, ANCESTRY, POLITICAL BELIEF, OR DISABILITY.**

**The City of San Antonio requests the following information for purposes of government record keeping and reporting in connection with our affirmative action activities. This confidential form will be detached from your application before being forwarded to hiring officials. This information will have no bearing upon the process of considering you for employment.**

<b>Age</b> <input type="radio"/> Yes, I am at least 40 years old/older. <input type="radio"/> No, I am not at least 40 years old/older.	<b>Ethnicity</b> <input type="radio"/> Hispanic <input type="radio"/> African American <input type="radio"/> Non-Minority <input type="radio"/> Asian or Pacific Islander <input type="radio"/> American Indian/Alaskan Native <input type="radio"/> Other	<b>Sex</b> <input type="radio"/> Male <input type="radio"/> Female	<b>Veteran</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Military Status</b> <input type="radio"/> None <input type="radio"/> Active Reserves <input type="radio"/> Inactive Reserves
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**How did you learn about this job?**

- |                                                 |                                                      |
|-------------------------------------------------|------------------------------------------------------|
| <input type="radio"/> Another government agency | <input type="radio"/> Internet                       |
| <input type="radio"/> Came on my own            | <input type="radio"/> Kiosk                          |
| <input type="radio"/> City advertisement        | <input type="radio"/> Newspaper                      |
| <input type="radio"/> City employee             | <input type="radio"/> Placement officer at my school |
| <input type="radio"/> City Job Line             | <input type="radio"/> Private employment agency      |
| <input type="radio"/> City recruitment officer  | <input type="radio"/> Television                     |
| <input type="radio"/> Customer Service Center   | <input type="radio"/> Other                          |

**Applicant's Signature below in box area**

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**Date**

<div></div>	<div></div>	/	<div></div>	<div></div>	/	<div></div>	<div></div>	<div></div>	<div></div>
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# City of San Antonio

## Application for Employment

**Please print or type all information.**

1. Title of Position Applying for		2. Department		3. Job Class No.	
4. Name: Last		First	Middle Initial	5. Soc. Sec. No. - -	
6. Current Address: Number		Street	Apt. No.	7. Bus. Phone No. ( ) -	
8. City	9. State	10. Zip Code		11. Home Phone No. ( ) -	

<b>12. Education</b>		Circle the highest grade completed GED 9 10 11 12 Associate's Bachelor's Master's Ph.D.					
High School Name:		Graduated: Yes <input type="checkbox"/> No <input type="checkbox"/>		City, State:		Year Graduated	
College/Technical School Name:	Field of study	Degree or number of sem. hrs		City, State:		Year Graduated	
College/Technical School Name:	Field of study	Degree or number of sem. hrs		City, State:		Year Graduated	

<b>13. General Skills</b>				Word Processing/Computer Skills - List software and years of experience:				0-1 yr	1-2 yrs	2+ yrs
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

License/Certificate (other than Driver's License):

<b>Background:</b>			Attach additional pages if necessary.		
14. Language other than English in which you are fluent:			<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak
Language other than English in which you are fluent:			<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak
15. Are you a current City employee? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, list the department:					
16. If No, have you ever been hired for a position with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the department(s) and dates below.					
Department		From		To	
Department		From		To	
17. Do you have any relatives (by blood or marriage) working for the City of San Antonio? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, A. List name(s), B. relationship(s), and C. department(s):					
A.		B.		C.	
A.		B.		C.	
18. Has your employment ever been involuntarily terminated or have you ever resigned to avoid discharge (for any reason except lack of work) within the past ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, list name and address of employer and date and reason for discharge/resignation.					
Name of Employer:			Address:		
State reason for discharge/resignation to avoid discharge. Attach additional sheets if necessary.					
19. List any name(s) used in the past:					
20. Have you ever served in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch					
Highest Rank		From		To	
				Type of Discharge	
21. If the job for which you are applying requires driving, please answer the following questions:					
Driver's License #		Type	State	Expiration date	
Endorsements		Restrictions			
22. List all moving violation convictions within the last five years. Attach additional pages if necessary.					
Type of Offense	Date	City	State	Action Taken	
Type of Offense	Date	City	State	Action Taken	
23. Have you ever been convicted of a misdemeanor (other than traffic violations) or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No					
List any and all convictions. Attach additional pages if necessary.					
Type of Offense	Date	City	State	Action Taken	
Type of Offense	Date	City	State	Action Taken	

**Employment History:**

This section **MUST BE COMPLETED** even if you are attaching a resume. Since every effort will be made to contact current and previous employers, *correct telephone numbers are important. Volunteer work or internships may also be included. Additional employment information may be attached.*

**Current or Most Recent Employer:**☐ Full Time ☐ Part Time

( ) -

Address

City

State

Zip Code

Phone Number

Date employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title

Supervisor's Name

If currently employed, may we contact your supervisor? ☐ Yes ☐ No Salary: \$ \_\_\_\_\_ (monthly)

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Second Most Recent Employer:**☐ Full Time ☐ Part Time

( ) -

Address

City

State

Zip Code

Phone Number

Date employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title

Supervisor's Name

If currently employed, may we contact your supervisor? ☐ Yes ☐ No Salary: \$ \_\_\_\_\_ (monthly)

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Third Most Recent Employer:**☐ Full Time ☐ Part Time

( ) -

Address

City

State

Zip Code

Phone Number

Date employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title

Supervisor's Name

If currently employed, may we contact your supervisor? ☐ Yes ☐ No Salary: \$ \_\_\_\_\_ (monthly)

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CERTIFICATION**

*I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize the City of San Antonio to conduct a background check pertaining to my suitability for employment which may include a criminal history check and medical evaluation. I hereby release said companies, schools or persons from all liability for any damage of issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, would be cause for termination and this employer shall not be liable in any respect for such action or termination. As an applicant for employment with the City of San Antonio, I understand that, if hired, I must comply with the employee Drug and Alcohol Policy and the Immigration Reform and Control Act of 1986, which requires proof of employment eligibility. Additionally, I agree to submit to a pre-employment drug screening test if requested or required by the City of San Antonio and understand that my application will be rejected if I fail to do so.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional page(s) attached? ☐ Yes ☐ No**FOR OFFICE USE ONLY:**

City Employee: \_\_\_\_\_

Act. No.

Date

Initial

Date

Time